

Kansas City Composite Squadron Position Policies

EMERGENCY SERVICES OFFICER (ES) (P213)

SENIOR MEMBER POSITION DESCRIPTIONS

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Operations Officer

Manages and directs Search and Rescue activities

Assists the SAR officer in managing and directing search and rescue activities

They shall:

- Develops SAR agreements with wing and state emergency management officials and other CAP units, if needed
- Know CAP ES/SAR responsibilities in areas of operation
- Develop a unit ES/SAR force that is capable of responding to request from the appropriate Rescue Coordination Centers or other responsible agencies
- Ensure the ES training program is adequate
- Develop operational procedures for rapid alerting and assembling of an ES task force personnel
- Coordinate wing ES/SAR evaluations, training missions, and exercises
- Review and comply with all National, Wing and Squadron Policies

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- Ensure compliance and submit a completed self SUI for Emergency Services Officer by 1st of September annually to the Squadron Commander
- Develop plans and standard operating procedures to support the wing's emergency services program CAPR 60-3 para 6-2a
- The Emergency Service officer should be familiar with CAPR 60-3, CAPR 60-1, CAPP 213 and CAPP 2
- Maintain records to determine the status of resources (personnel, vehicles aircraft, radios and other emergency equipment) available for ES missions CAPR 20-1 (E) 29 and complete supporting documentation on CAPF 114 - CAPR 60-3 para 1-4c(2) and 2-2
- Develop and maintain a rapid alerting system for assembling necessary resources in a timely manner
- Ensure requests for reimbursements are filed correctly and within a timely manner (30 days) in accordance with current regulatory requirements CAPR 173-3 para 2a(1)
- The emergency services officer should be familiar with CAPP 213, CAPR 50-15, CAPR 55-1, CAPR 60-1, CAPP 2, and CAPP 214
- Assistant emergency service officers must comply with all above requirements